

## FOREIGN TRANSCRIPT EVALUATION

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Individuals who have completed college or university course work at an institution in a country other than the United States must obtain a complete evaluation of foreign transcripts, degrees\*, and other relevant documents prior to applying to the Commission for a California credential, permit, or certificate. A foreign transcript evaluation is required any time foreign course work is used to meet any credential requirement, even if the foreign course work has been accepted by a college or university in the United States. Foreign transcripts must be evaluated by one of the approved organizations listed on this leaflet in order to be accepted by the Commission. These organizations are private enterprises who charge a fee for their services. Individuals seeking a foreign transcript evaluation must follow the procedures outlined by the organization providing the evaluation. **In all instances, original, official documentation will be required when requesting the evaluation.**

*The Commission recommends that individuals obtain a detailed report of their foreign course work. The detailed report is required when applying for all credentials, permits, and certificates except for the Emergency 30-day Substitute Teaching Permit, for which the general report is sufficient. Individuals who obtained a credential or teaching certificate in a jurisdiction outside of the United States should also submit a photocopy of that document to the evaluating agency.*

\*The bachelor's degree requirement for California certification refers to the equivalent of a four-year (or more) college-level program.

### AGENCIES APPROVED BY THE COMMISSION FOR FOREIGN TRANSCRIPT EVALUATION

#### Academic Credentials Evaluation Institute

P.O. Box 6908  
Beverly Hills, CA 90212  
(310) 275-3530  
(800) 234-1597  
Fax: (310) 275-3528  
Website: [www.acei1.com](http://www.acei1.com)

*It is important that you provide complete and accurate information and follow the directions in their packet.*

#### Academic & Professional International Evaluations, Inc.

P.O. Box 5787  
Los Alamitos, CA 90721-5787  
(562) 594-6498  
Website: [www.apie.org](http://www.apie.org)

*It is important that you provide complete and accurate information and follow the directions in their packet.*

## American Education Research Corporation

P.O. Box 996  
West Covina, CA 91793-0996  
(626) 339-4404  
Fax: (626) 339-9081  
Website: [www.aerc-eval.com](http://www.aerc-eval.com)

*It is important that you provide complete and accurate information and follow the directions in their packet.*

## Educational Credential Evaluators, Inc.

P.O. Box 514070  
Milwaukee, WI 53203-3470  
(414) 289-3400  
Fax: (414) 289-3411  
E-mail: [eval@ece.org](mailto:eval@ece.org)  
Website: [www.ece.org](http://www.ece.org)

*Applications are available on ECE's website.*

## Educational Records Evaluation Service

601 University Avenue, Suite 127  
Sacramento, CA 95825  
(866) 411-3737  
(916) 921-0790  
Fax: (916) 921-0793  
E-mail: [edu@eres.com](mailto:edu@eres.com)  
Website: [www.eres.com](http://www.eres.com)

*Please follow the instructions on the application and fee schedule, which are available on their website or by writing or calling ERES.*

## Institute for International Credentials Evaluations at California State University, Fresno

5150 North Maple Avenue, M/S 56  
Joyal Administration, Room 211  
California State University, Fresno  
Fresno, CA 93740-8026  
(559) 278-7622  
Fax: (559) 278-7879  
E-mail: [iicecsufresno@cvip.net](mailto:iicecsufresno@cvip.net)

*It is important that you provide complete and accurate information to IICE and follow the directions in their application packet.*



## International Education Research Foundation, Inc. Credentials Evaluation Service

P.O. Box 3665  
Culver City, CA 90231-3665  
(310) 258-9451  
Fax: (310) 342-7086  
E-mail: [info@ierf.org](mailto:info@ierf.org)  
Website: [www.ierf.org](http://www.ierf.org)

*Request a Detailed Report. On an IERF's application, Section 2, please check the following:*

1. *Professional Licensing/Certification.*  
*Field: Teaching*  
*State: CA*

## World Education Services (WES)

P.O. Box 5087  
Bowling Green Station  
New York, NY 10274-5087  
Telephone: (212) 966-6311  
Fax: (212) 739-6239  
E-mail: [info@wes.org](mailto:info@wes.org)  
Website: [www.wes.org](http://www.wes.org)

### **WES - San Francisco Regional Office**

Telephone: (415) 677-9378  
Fax: (415) 677-9333  
E-mail: [sf@wes.org](mailto:sf@wes.org)

*Clearly indicate on the application that the evaluation is for a California teaching credential or permit. Please print all information. WES will electronically submit the transcript evaluation to the Commission on Teacher Credentialing. On the application, when asked for **Primary Purpose of Evaluation**, check the box for:*

*Professional Licensing/Certification*  
*Field: Teaching*  
*State: CA*

## Additional Information

All of the listed evaluation agencies offer rush services at an additional cost. Contact the agency for more information on fees and other requirements for the evaluation.

If you are seeking a credential to teach in the public schools of California, refer to the leaflets below for specific requirements for teachers prepared outside of the United States

- Elementary Teaching (Multiple Subject Teaching Credential) ([CL-871](#))
- Secondary Teaching (Single Subject Teaching Credential) ([CL-870](#))
- Special Education Teaching (Education Specialist Instruction Teaching Credential) ([CL-872](#))
- Day-to-Day Substitute Teaching (Emergency 30-Day Substitute Teaching Permits) ([CL-505P](#)).
- All Other Teaching – visit the Commission's website at [www.ctc.ca.gov](http://www.ctc.ca.gov).